



INDOT Public Involvement
Procedures
August 2008

Presentation Agenda

- Introduction / Purpose of Presentation
- Public Involvement Overview
- Types of Public Notice
- Public Meeting vs. Public Hearing
- 2008 Updated Procedures
- Public Hearings Office and Project Facilitation



Public Involvement Overview

- INDOT VALUES:
- Customer Focus
- Integrity
- People
- Agility
- Continuous Improvement
- Safety



Public Involvement Overview

- A key component of fulfilling the INDOT mission is keeping the public informed.
- Soliciting comments and views of the public related to prospective INDOT decisions
- Providing an avenue in which input may be received
- Input is implemented into transportation decision making



Public Involvement Overview

- BE Proactive vs. Reactive
- BE Flexible
- BE Responsive
- BE Courteous

BE mindful of the impact that particular project will have on the community



Public Involvement Overview

- INDOT's Public Hearings Office defines public involvement as two-way communication incorporating the views, concerns, and issues of the public in the transportation decision making process.
- Our Revolving Door Policy



Planning & Programming Process

- MPO, INDOT Districts
- District wide APDP Early Coordination Meetings (Oct. thru Mid-December)
- Elected officials, MPO, INDOT District, INDOT Planning/Programming to produce “agreed upon” list of new & proposed projects.
- District Public Meetings



Public Involvement Overview

- Public Notice
- Public Meeting/ Public Hearing
- Develop PI plan for every project
- Direct Mailing
- Public Hearing List Serve
- Project Specific Newsletter
- Small group meetings



Developing a PI Plan

- Minor Projects: public notice, media advisory, posting information on agency website, distribution of flyers within project area.
- Major projects: public notice, CAC's, public meetings, a hearing, project specific website, etc.



Formal Public Involvement

- Public Hearings Office will offer the opportunity or hold a hearing when:
- Project requires more than 0.5 permanent R/W; refer to public involvement procedures
- Project substantially changes function of connecting roadways



Formal Public Involvement

- Proposal has a substantial adverse impact on abutting property
- Proposal has a significant social, economic, environmental effect
- INDOT and FHWA determine a hearing is warranted



Formal Public Involvement

- Environmental Document Classification
- Levels of PI vary depending on document
- National Environmental Policy Act (NEPA) enacted in 1969
- Transportation Decision-making is a process



Formal Public Involvement

- Categorical Exclusion (CE) – smaller scale project with low level of impact
- Environmental Assessment (EA) – is prepared when level of impact is unclear
- Environmental Impact Statement (EIS)- prepared when level of impact is significant
- Coordinate with new INDOT Project Development Process (PDP)



Public Notice

- Lion's share of public involvement requirements
- Notices issued at various stages of project development



Categorical Exclusion (CE)

- Legal Notice of Planned Improvement to inform public and solicit comments
- Minimum of 2 notices published in project area's most widely circulated paper(s)
- Publish in diverse & minority papers where applicable
- Mail copies of notice to project mailing list
- Send copies of environmental/design plans & other materials to public viewing locations



Planned Improvement Notice

- Informing the public of proposed improvement
- Soliciting public comment
- Opportunity to request a public hearing
- Issued for small scale projects where a public hearing isn't the best option
- Opportunity for PI with a “personal touch”



Environmental Assessment (EA)

- Legal Notice of Public Hearing to invite public meet & to solicit public comment
- At minimum 2 notices must be published in project area most widely circulated paper(s)
- Where applicable - diverse & minority papers
- Mail notices to project mailing list
- Environmental document & other materials sent to public viewing locations
- CAC will be formed for all EA projects

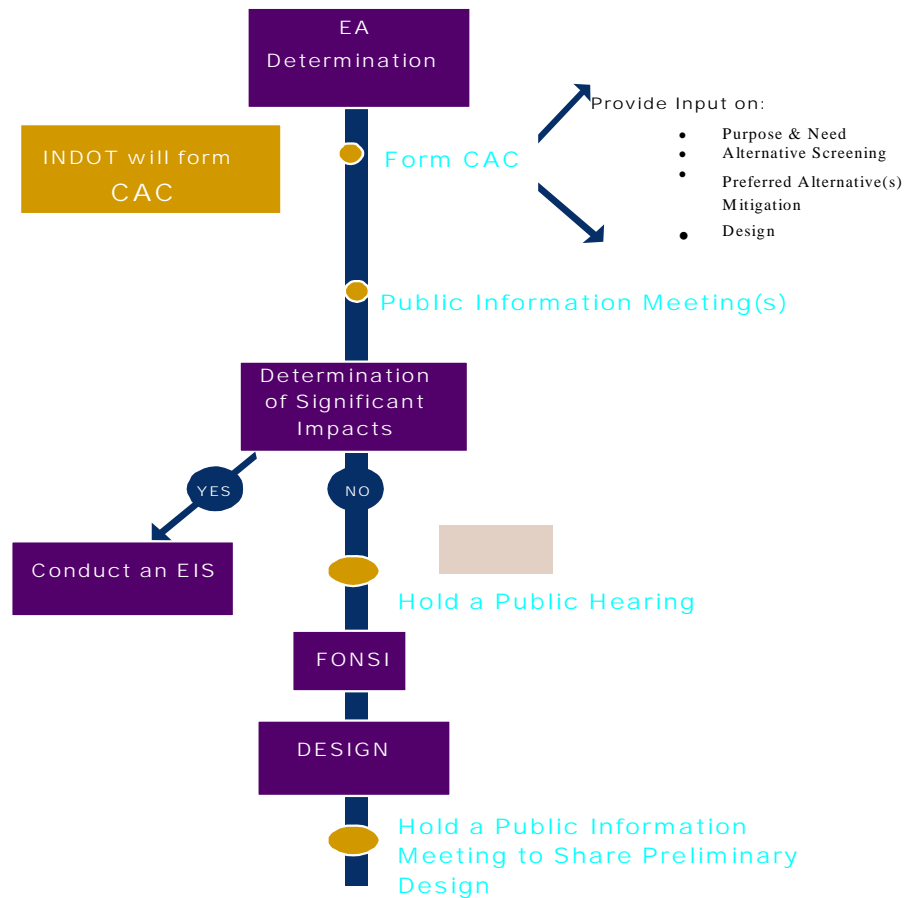


Environmental Impact Statement

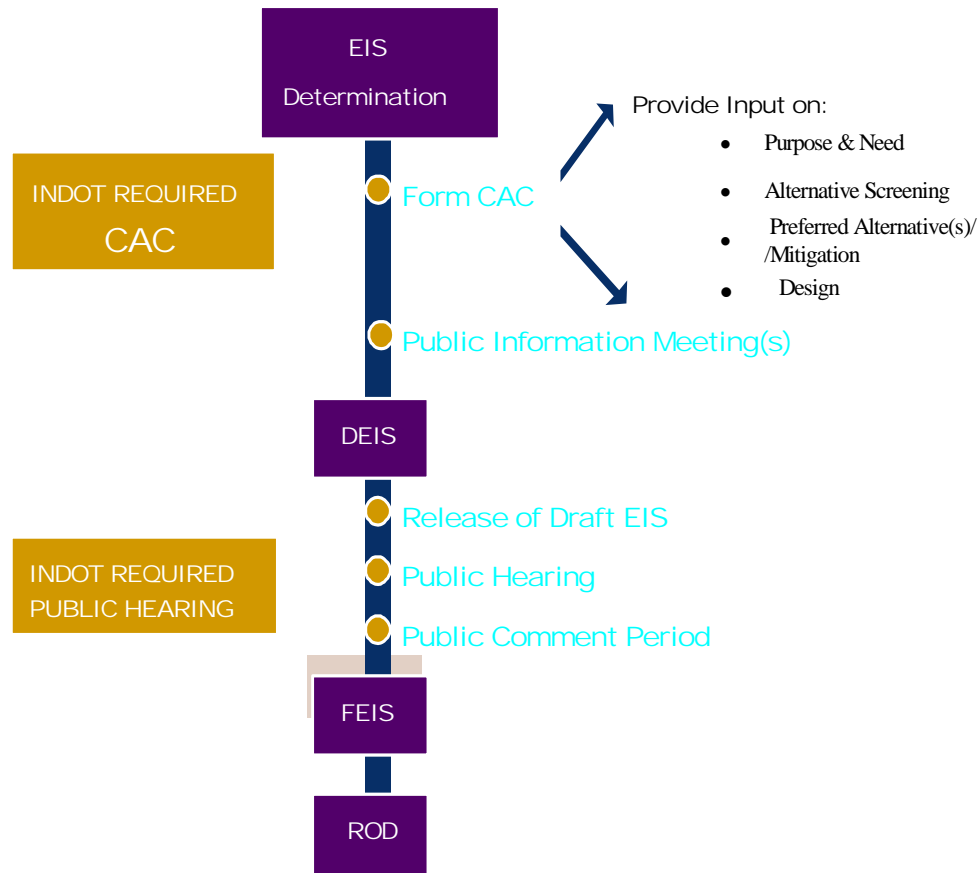
- Legal Notice of Public Hearing to invite public to meet & to solicit comments
- At minimum 2 notices must be published in project area's most widely circulated papers
- Where applicable – diverse & minority papers
- Mail notices to project mailing list
- Environmental documentation & other materials must be sent to public viewing locations (also internet website, CD)
- CAC is formed for all EIS projects.



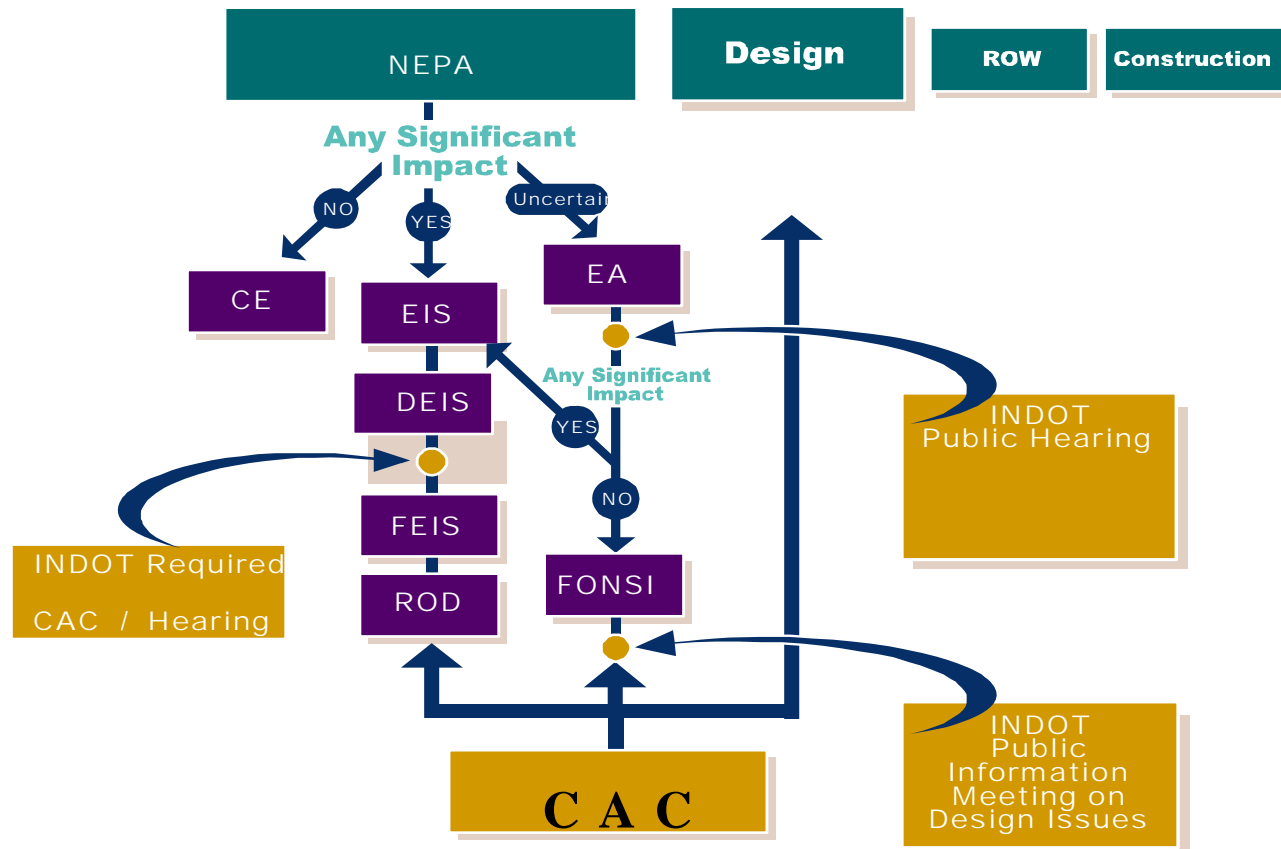
Environmental Assessment



Public Involvement - EIS



Public Involvement during NEPA



Public Meeting vs. Public Hearing

- Indiana Code 8-23-2-17 Public Hearings
- Sec. 17 (a) A “public hearing” means an assembly or a meeting by the department for the purpose of:
 - (1) providing information early in the decision making process
- Considering economic, social, environmental, other effects on highway proposals



Public Meeting vs. Public Hearing

- (b) whenever the department holds a public hearing, the department shall allow any person an opportunity to be heard in the presence of others who are present to testify
- The department, through the commissioner or designee, may limit testimony at a public hearing to a reasonable time
- Source: Indiana Code



Public Hearing vs. Public Meeting

- Our usual format includes an Open House session, presentation, then public comments.



Public Hearing vs. Public Meeting

- Public Comments are the primary focus of any public meeting or hearing.



Public Hearing vs. Public Meeting

- Display Areas can help you better engage project stakeholders.



Public Hearing vs. Public Meeting

- INDOT Project Officials attend to address questions, comments, and concerns.



Public Meeting vs. Public Hearing

- Public Meeting's are held at sole discretion of INDOT
- Are held to solicit input on project decisions
- Not required by law or regulation
- Can be advertised at INDOT's discretion
- Requires no formal certification or transcript
- Are held to better serve our customers and to address community concerns



Public Meeting vs. Public Hearing

- Public Hearings are required as part of the NEPA process
- Must be held at a critical decision-making point
- Set requirements for legal advertising
- Formal proceedings, transcript and comment periods
- Feedback requirements following hearing



2008 Updated P.I. Procedures

- New INDOT Public Involvement Manual will consist of three sections
- Part 1- Policies and Procedures
- Part 2- Public Involvement Handbook (“Best Practices in Public Involvement”)
- Part 3- Appendices
- Procedures to be finalized Fall 2008



2008 Updated P.I. Procedures

- Will reflect current structure at INDOT
- Project Development Process (PDP)
(INDOT project management group)
- New SAFETEA-LU requirements
- Last update occurred in 1997



2008 P.I. Procedures Schedule

- August – INDOT & FHWA conduct draft review
- August – Finalize review process
- September – Publish approved Public Involvement Procedures document
- October – Provide training program on new procedures



Project Facilitation

- Project facilitation is a proactive public outreach tool where facilitators are assigned to Major Moves construction projects and asked to actively engage project stakeholders.
- Work in concert with Project Managers assigned to Major Moves construction projects.



Project Facilitation Duties

- Periodic Project Newsletters
- Speaking engagements
- Electronic/verbal/written correspondence to project stakeholders
- Address project inquiries
- Point of contact to project stakeholder



INDOT Public Hearings Office

- Staff was forced to take this picture.



Rickie Clark

- Office Manager
- Hearings List Serve
- Project Facilitator
- Coordinate Public Involvement activities for agency.



Rebecca Pyland

- Program Coordinator
- Scheduling
- Venue Coordination
- Publishes all legal ads
- Payments
- Writes legal notices



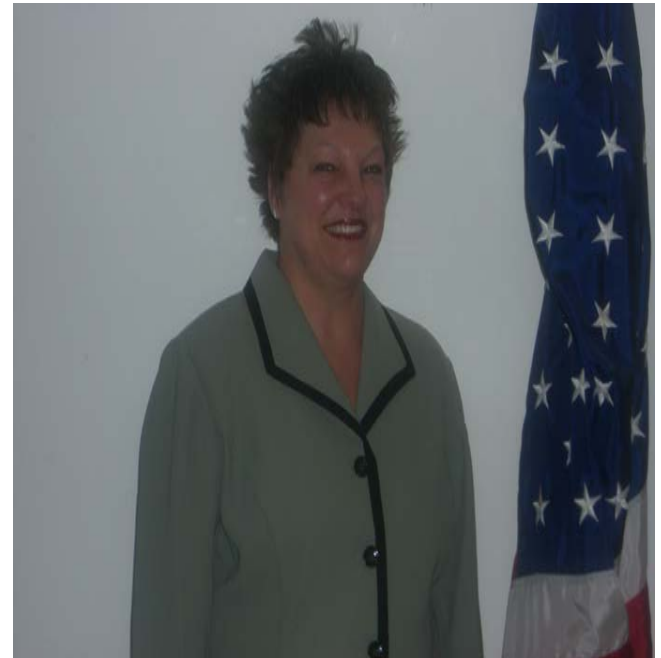
Mary Jackman

- Hearings Examiner
- Public Hearings
- Public Meetings
- Certifications
- Transcript Preparation



Melany Prather

- Administrative Asst.
- Transcribing
- Office mailings
- Bill Processing
- Procurement
- Clerical Needs



Aimee Kindred

- Project Facilitator
- US 31 Kokomo
- SR 25 Hoosier Heartland
- Project Newsletters and list of projects available on INDOT website.



Randy Brown

- Project Facilitator
- US 24 Fort to Port;
SR 261 in Warrick Co
- Project Newsletters
and list of projects
available on INDOT
website.



Pankaj Desai

- Project Facilitator
- US 31 Hamilton County; US 52 Marion/Hancock Co.
- Project Newsletters an list of projects available on INDOT website.



Annette Cousert

- Project Facilitator
- SR 641 in Vigo Co;
US 231 Tippecanoe Co.
- Project Newsletters
and list of projects
available on INDOT
website.



Questions or Comments

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- THANK YOU

